

**19. VENDOR REPORTS .....2**

19.1 GENERATE REPORTS DIALOG .....2

## 19. Vendor Reports

The Vendor Management system generates printed reports to assist the Vendor unit of the State office in the managing of the Vendor information. The Vendor reports allow the user to aggregate Vendor information for analysis and distribution.

### 19.1 Generate Reports Dialog

The Generate Reports dialog of the Vendor Management system allows the user to select which Vendor report to generate. The Generate Reports dialog is invoked in response to the following user actions:

- Selection of the Report menu item from the File menu on the Vendor List dialog as described in [Vendor Chapter 2 – Vender List and Vendor Search](#).
- Selection of the Report button on the system toolbar on the Vendor List dialog as described in [Vendor Chapter 2 – Vender List and Vendor Search](#).

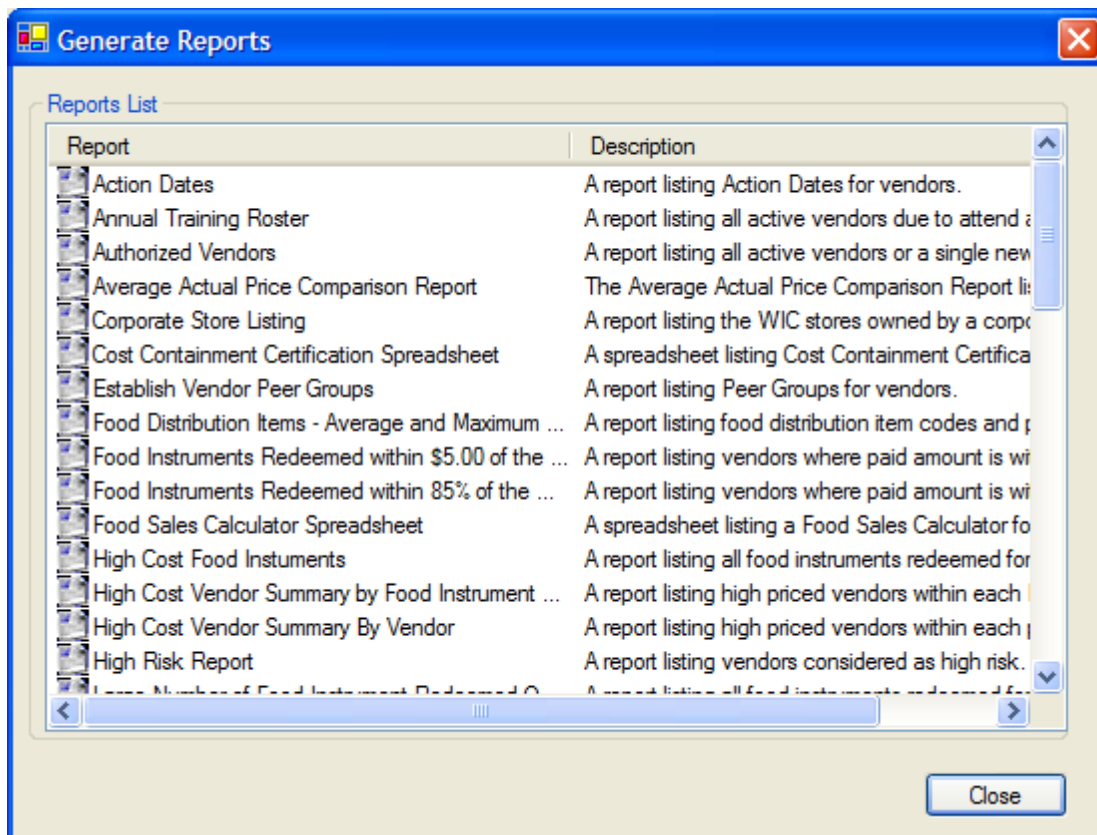


Figure 1 –Generate Reports Dialog

#### 19.1.1 Controls

This section describes the behavior of the controls on the Generate Reports dialog.

#### ***19.1.1.1 Reports Display List***

This control allows the user to view the list of available reports. The display list will be enabled when the dialog is active. It will display entries for all available reports that can be generated. Each entry displays as a small icon and a text label that displays to the right of the icon in the Reports column. Additional information is displayed for each entry in the Description column. The entries are arranged vertically, each on its own line, in ascending alphabetical order. There are no options for re-sorting the list. The user can make a single selection. Double-clicking a list item will invoke the generate panel for the selected report.

##### **19.1.1.1.1 Action Date Due Report List Item**

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Action Date Due dialog defined in [System Outputs Chapter 01 – System Outputs](#).

##### **19.1.1.1.2 Annual Training Roster List Item**

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Annual Training Roster dialog defined in [System Outputs Chapter 01 – System Outputs](#).

##### **19.1.1.1.3 Authorized Vendors List Item**

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Authorized Vendors dialog defined in [System Outputs Chapter 01 – System Outputs](#).

##### **19.1.1.1.4 Average Actual Price Comparison Report List Item**

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Average Actual Price Comparison dialog defined in [System Outputs Chapter 01 – System Outputs](#).

##### **19.1.1.1.5 Corporate Store Listing List Item**

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Corporate Store Listing dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.6 Establish Vendor Peer Groups Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Establish Vendor Peer Groups Report dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.7 Food Distribution Items – Average and Maximum Prices Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Food Distribution Items – Average and Maximum Prices dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.8 Food Instruments Redeemed within \$5.00 of the Maximum Allowed Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Food Instruments Redeemed within \$5.00 of the Maximum Allowed Report List Item dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.9 Food Instrument Redeemed within 85% of the Maximum Allowed Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Food Instruments Redeemed within 85% of the Maximum Allowed dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.10 Food Sales Calculator Spreadsheet List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system generates the Food Sales Calculator Spreadsheet defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.11 High Cost Vendor Summary by Food Instrument Type Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate High Cost Vendor Summary by Food Instrument Type dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.12 High Cost Food Instruments Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Cost Food Instruments dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.13 High Cost Vendor Summary by Vendor Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate High Cost Vendor Summary by Vendor dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.14 High Risk Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate High Risk dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.15 Large Number of FI Redeemed Outside of Area Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Large Number of FI Redeemed Outside of Area dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.16 Low Variance Vendor Summary Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Low Variance Vendor Summary dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.17 Maximum Reimbursement Amount Spreadsheet List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Maximum Reimbursement Amount Spreadsheet dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.18 Monthly State Registration Listing List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Monthly State Registration Listing dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.19 Outstanding Applications List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Outstanding Applications dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.20 Overcharges Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Overcharges dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.21 Percent of Increase in Food Instruments Over Previous Month's Redemptions Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Percent of Increase in Food Instruments over Previous Month's Redemptions dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.22 Pre Payment Edit Cost Savings Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Pre Payment Edit Cost Savings dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.23 Random Food Instrument Sample Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate the Random Food Instrument Sample dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.24 Ranking of Vendors by Number of Benefits Redeemed List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Ranking of Vendors by Number of Benefits Redeemed dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.25 Ranking of Vendors by Value of Benefits Redeemed List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Ranking of Vendors by Value of Benefits Redeemed dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.26 Redemption Change Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Redemption Change dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.27 Routine Monitoring Schedule List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Routine Monitoring Schedule dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.28 Selected Vendors by County List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Selected Vendors by County dialog defined in [System Outputs Chapter 01 – System Outputs](#). Note: The applicable label is displayed according to your state requirements.

#### 19.1.1.1.29 Small Volume Vendors Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Small Volume Vendors dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.30 State Agency High Risk Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate State Agency High Risk Report dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.31 The Integrity Profile (TIP) List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate The Integrity Profile (TIP) dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.32 Vendor Activity Summary Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Activity Summary dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.33 Vendor Complaint Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Complaint dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.34 Vendor Cost Containment Certification Spreadsheet List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Cost Containment Certification Spreadsheet dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.35 Vendor Error Analysis Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Error Analysis dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.36 Vendor Listing – Alphabetic by Vendor Name Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Listing – Alphabetic by Vendor Name dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.37 Vendor Listing – Numeric by Vendor ID Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Listing – Numeric by Vendor ID dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.38 Vendor Monitoring Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Monitoring dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.39 Vendor Registration Terminated Vendors List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Registration Terminated Vendors dialog defined in [System Outputs Chapter 01 – System Outputs](#).



#### 19.1.1.1.40 Vendor Summary by Peer Group List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Summary by Peer Group dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.41 Vendor Summary by Vendor List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Summary by Vendor dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.42 Vendor to Participation Ratio Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendors without Monitoring Visits dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.43 Vendor Training History List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendor Training History dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.44 Vendors Whose Food Average Package Cost is More Than 10% Above Peer Group Average Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendors Whose Food Average Package Cost is More Than 10% Above Peer Group Average dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.45 Vendors with 15 or More Sanction Points Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendors with 15 or More Sanction Points dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.46 Vendors with No Activity Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendors with No Activity dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.47 Vendors with No Redemptions in Last 90 Days Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendors with No Redemptions in Last 90 Days dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.48 Vendors with No On-site Visits Last 18 Months Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendors with No On-site Visits Last 18 Months dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.49 Vendors with Pending Price Lists Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendors with Pending Price Lists dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.50 Vendors without Monitoring Visits Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Vendors without Monitoring Visits dialog defined in [System Outputs Chapter 01 – System Outputs](#).

#### 19.1.1.1.51 Violation Summary Report List Item

The list item will be enabled when the dialog is active. It does not have a mnemonic or a caption. Upon selection of the list item, the system displays the Generate Violation Summary Report dialog defined in [System Outputs Chapter 01 – System Outputs](#).

### 19.1.1.2 Close Button

The control allows the user to exit the Generate Reports dialog. The Close button is enabled when the dialog is active. Characteristics for the Close button are defined in the *Consistencies* chapter.

## 19.1.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the dialog.

### 19.1.2.1 Initializing the Interface

Upon initial presentation of the dialog, the following occurs:

- The title bar text will be set to “Generate Documents”.
- The display list will be initially have no default selection.

#### *19.1.2.2 Close*

Upon selection of the Close button, the system dismisses the Generate Reports dialog and return to the previous dialog.